

PROJECT KICKOFF MEETING MINUTES

11/30/2015

Date and Location. A Project Kickoff Meeting conference call was held on November 30, 2015 at 2:30 PM in preparation for an upcoming Hazard Mitigation Plan (HMP) Steering Committee Coordination meeting.

Participants. Project Kickoff Meeting conference call attendees included:

- Sussex County Emergency Operations Center (EOC)
- The Olson Group, LTD (OGL)

Purpose. The purpose of the Project Kickoff Meeting was to review the OGL proposal, project plan, and timeline, set a date for the Steering Committee Coordination Meeting, and initiate discussion of HMP objectives, and stakeholders. Discussion and agreements made between meeting attendees during the meeting are provided below.

Overview of Activities

Review of Proposal, Project, Plan, and Timeline: Adam Montella from OGL led a review of the components of OGLs proposal, project plan, and timeline. Attendees were in agreement on the approach and timeline, but recognized the need to request an extension of the grant funding the HMP update from DEMA and FEMA due to a delay in contracting due to the County's procurement process. Joe Thomas of the Sussex County EOC requested OGL provide a revised timeline, assuming a formal kickoff of the project on January 8, 2015 with the Steering Committee Coordination Meeting.

Discussion of Steering Committee and Stakeholder Group Members: Mr. Montella facilitated a discussion with the meeting attendees regarding the formation of a HMP Steering Committee and Stakeholder Group to participate in the revision of the updated HMP. Anthony Mangeri of the OGL Team discussed the need to involve the "Whole Community" in the process and the stakeholder group should be a combination of county, municipal, state, and private sector representation. The meeting attendees agreed the HMP Steering Committee should be a much smaller group that represented the interests of the larger Stakeholder Group. The attendees discussed the following organizations and agencies to be part of the Stakeholder Group:

- Sussex County Emergency Operations Center
- Delaware Emergency Management Agency (DEMA)
- Sussex County Planning and Zoning
- Sussex County LEPC
- Floodplain Manager from the LEPC
- Representatives from the 18 Municipalities
- Sussex County Economic Development Office
- Chamber of Commerce

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- DelDOT
- Sussex County Conservation District
- University of Delaware
- Delmarva Poultry Industry

It was decided to table the discussion of Steering Committee Member until the Steering Committee Coordination Meeting on January 8, 2016

Planning Conferences. Additional planning conferences were scheduled as follows:

- **Steering Committee Coordination Meeting:** The Steering Committee Coordination Meeting, scheduled for January 8, 2016 at 9:30 AM via conference call, will be conducted to finalize the selection of HMP Steering Committee Members, and schedule the Initial Planning Meeting of the HMP Steering Committee and Stakeholders.

Outstanding Actions

The following actions remain:

- OGL to revise Project Timeline and submit to Sussex County Emergency Operations Center
- OGL to send out Minutes from this meeting
- Sussex County Emergency Operations Center to finalize OGL contract
- Sussex County Emergency Operations Center to request HMP grant extension from DEMA/FEMA

Hazard Mitigation Plan Update Project Points of Contact (POCs)

Sussex County:

Joe Thomas
302-855-7801

The Olson Group, Ltd.

Adam Montella, Project Manager
813-657-5395

Anthony Mangeri Lead Planner
856-217-9172

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Attendee List

The following individuals attended the Initial Planning Meeting.

Name	Organization	Phone Number	E-Mail
Joe Thomas	Sussex EOC	302-855-7801	jthomas@sussexcountyde.gov
Adam Montella	The Olson Group	813-657-5395	amontella@olsongrouppltd.com
Anthony Mangeri	Mangeri Group	856-217-9172	amangeri@mangerigroup.com